

DIRECTOR'S OFFICE
DEPT. OF
TRANSPORTATION
JUL 6 8 52 AM '99

BENJAMIN J. CAYETANO
GOVERNOR



RAYMOND H. SATO

COMPTROLLER

MARY PATRICIA WATERHOUSE
DEPUTY COMPTROLLER

**STATE OF HAWAII
DEPARTMENT OF ACCOUNTING
AND GENERAL SERVICES**

P. O. BOX 119
HONOLULU, HAWAII 96810-0119

JUL 1 1999

COMPTROLLER'S MEMORANDUM NO. 1999-23

TO: Heads of Department and Agencies

ATTN: Payroll Offices

SUBJECT: Retroactive Pay Adjustments

The retroactive pay adjustments for employees in bargaining units 02, 03, 04, 09, and 13 and their excluded counterparts will be paid on the following dates:

<u>Bargaining Unit</u>	<u>Payment Date</u>
13	08/19/99
02/03/04	09/03/99
09	09/20/99

The retroactive payment is to include adjustments for salary and fringes (e.g., overtime, temporary assignment, etc.).

Due to the complexity of the pay raises, it is not possible for the payroll system to calculate the retroactive pay adjustments and related retroactive statutory dues. The departmental payroll offices will be required to calculate these retroactive adjustments and post them to the payroll change schedules.

To assist the departmental payroll offices, a payment history report for the pay period July 1, 1997 through June 30, 1999 will be generated for each affected employee. DAGS Central Payroll will distribute the payment history report to the departments on July 7, 1999. The original copy of the list with the department's calculations of the retroactive pay and retroactive statutory dues must be attached to the payroll change schedules for payment to be made.

A schedule of due dates for the payroll submittals is attached. Due to the volume of transactions to be data entered, the due dates have been revised. We ask for your cooperation in ensuring that these deadlines are met.


RAYMOND H. SATO
State Comptroller

Attachment

PAYROLL CHANGE SCHEDULE DUE DATES

<u>Pay Period</u>	<u>Payroll Change Schedule</u>	<u>Time</u>	<u>Date</u>
8/15/99	Regular (Salaried)	8:00 a.m.	8/03/99
	Hourly	8:00 a.m.	8/05/99
	Fringe	8:00 a.m.	8/05/99
	Casual (DOE/UH only)	12:00 noon	8/05/99
	Supplemental	8:00 a.m.	8/05/99
8/31/99	Regular (Salaried)	8:00 a.m.	8/17/99
	Hourly	8:00 a.m.	8/19/99
	Fringe	8:00 a.m.	8/19/99
	Casual (DOE/UH only)	12:00 noon	8/19/99
	Supplemental	8:00 a.m.	8/19/99
9/15/99	Regular (Salaried)	8:00 a.m.	9/02/99
	Hourly	8:00 a.m.	9/07/99
	Fringe	8:00 a.m.	9/07/99
	Casual (DOE/UH only)	12:00 noon	9/07/99
	Supplemental	8:00 a.m.	9/07/99